

**Form 6-09**  
**Management Performance Evaluation Form**

Employee \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

Performance Evaluation  
Program Performance Auditor I and II  
Senior Program Performance Auditor

Type of Appraisal

60 Day \_\_\_\_\_

120 Day \_\_\_\_\_

180 Day \_\_\_\_\_

Annual \_\_\_\_\_

Special \_\_\_\_\_

Appraisal Period \_\_\_\_\_ to \_\_\_\_\_

Key Elements and Ratings

	Outstanding	Commendable	Satisfactory	Improvement Needed
Planning and Assignment Management				
Data Gathering and Analysis				
Written and Oral Communication				
Teamwork and Working Relationships				
Leadership and Initiative				

Salary Recommendations:

3 to 4 step increase (7.5% to 10%) \_\_\_\_\_

2 to 3 step increase (5% to 7.5%) \_\_\_\_\_

1 to 2 step increase (2.5% to 5%) \_\_\_\_\_

no change \_\_\_\_\_

1 to 2 step decrease (--2.5% to -5%) \_\_\_\_\_

performance pay increase (2.5% or 5%) \_\_\_\_\_

Move to Step \_\_\_\_\_

Rater’s Assessment of Performance (Summary and dimension-specific narrative)

NOTE: This document has been reviewed and discussed with employee. Signatures indicate that employee has been advised of his/her employee status and do not necessarily imply agreement with the evaluation.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Dept. Head**

Employee\_\_\_\_\_

Position\_\_\_\_\_

Department\_\_\_\_\_

Performance Evaluation  
Supervising Auditor

Type of Appraisal

60 Day\_\_\_\_\_

120 Day \_\_\_\_\_

180 Day \_\_\_\_\_

Annual\_\_\_\_\_

Special\_\_\_\_\_

Appraisal Period \_\_\_\_\_ to \_\_\_\_\_

Key Elements and Ratings

	Outstanding	Commendable	Satisfactory	Improvement Needed
Planning, Organizing, and Monitoring				
Analytical				
Communication, Teamwork, and Leadership				
Supervision				

Salary Recommendations:

3 to 4 step increase (7.5% to 10%) \_\_\_\_\_

2 to 3 step increase (5% to 7.5%) \_\_\_\_\_

1 to 2 step increase (2.5% to 5%) \_\_\_\_\_

no change \_\_\_\_\_

1 to 2 step decrease (--2.5% to --5%) \_\_\_\_\_

performance pay increase (2.5% to 5%) \_\_\_\_\_

Move to Step \_\_\_\_\_

Rater’s Assessment of Performance (Summary and dimension-specific narrative)

NOTE: This document has been reviewed and discussed with employee. Signatures indicate that employee has been advised of his/her employee status and do not necessarily imply agreement with the evaluation.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dept. Head

## **Program Performance Auditor I and II**

### **Planning and Assignment Management**

Plans own work activities and uses initiative to maximize contribution.  
Prioritizes and monitors own work to meet schedule.  
Anticipates developments that may impact objectives or timetable.  
Contributes to development of issues and objectives.

### **Data Gathering and Analysis**

Meets standards to support findings, conclusions and recommendations.  
In a timely manner, prepares and assembles data in accordance with Office standards.  
Analyses performed are efficient, accurate, appropriate to the purpose, and unbiased.  
Applies appropriate and reliable data gathering and analytical techniques.

### **Written and Oral Communication**

Demonstrates effective writing skills.  
Written products are timely and contain key information presented clearly and concisely.  
Use clear and effective speech, appropriate for the setting.  
Displays professional communication and interpersonal skills, courtesy and appropriate sensitivity, and handles conflict appropriately.

### **Teamwork and Working Relationships**

Builds a constructive team and office environment.  
Plays a substantive role, and accepts responsibility and follows through on commitments.  
Respects others when expressing disagreements, promotes consensus building, and pursues appropriate recognition of others and the team.

### **Leadership and Initiative**

Reinforces the City Auditor's Office policies and quality standards.  
Seeks new ways to accomplish the work and improve Office processes and products.  
Develops or builds on skills to enhance personal contributions and achieve Office objectives.

## **Senior Program Performance Auditor**

### Planning and Assignment Management

Plans work for the entire audit or a segment and uses initiative to maximize team contributions.  
Demonstrates awareness of external and internal factors, prioritizes audit work, anticipates developments and proposes appropriate changes to audit plans.  
Identifies potential audit areas, and develops job issues and objectives.

### Data Gathering and Analysis

Assures assignment meets Office standards to support findings, conclusions, and recommendations.  
In a timely manner, prepares and assembles data in accordance with Office standards and assures staff meet same objectives.  
Assures an assignment analyses are efficient, accurate, appropriate to the purpose, and unbiased.  
Assures appropriate and reliable data gathering and analytical techniques are applied to the assignment.  
Assures staff meet same objectives.

### Written and Oral Communication

Assures written products meet Office standards.  
Written products are timely and concisely present complete and accurate information.  
Use clear and effective speech, appropriate for the setting.  
Displays professional communication and interpersonal skills, courtesy and appropriate sensitivity, and handles conflict appropriately.

### Teamwork and Working Relationships

Builds a constructive team and office environment.  
Plays an active role, and accepts responsibility and follows through on commitments.  
Respects others when expressing disagreements, promotes consensus building, and pursues appropriate recognition of others and the team.

### Leadership and Initiative

Reinforces the City Auditor's Office policies and quality standards.  
Assures staff has knowledge, skills and abilities and appropriate direction to complete assignments.  
Is innovative in seeking and developing new and better ways of doing things.  
Takes the initiative to improve office processes and products.

## **Supervising Auditor**

### Planning, Organizing, and Monitoring

Assures audit plans and programs are appropriate in emphasis and approach and address Office goals and meet Office standards.

Monitors, advises and guides staff in order to agreed timeframes.

Effectively allocates his/her time on projects and office-wide activities to ensure expectations are met.

### Analytical

Provides leadership in identifying issues and framing audit scope consistent with Office mission and goals.

Assures information gathered and analyzed meets standards of efficiency, reliability, and competency.

Produces or leads staff in producing analyses that are unbiased and accurate, using appropriate and efficient techniques, accurately applied.

Leads audit team to synthesize information, develop findings into reporting themes

### Communication, Teamwork, and Leadership

Through regular, open communication, works to build effective teams and a constructive office environment.

Demonstrates good listening skills and comprehension, and clearly articulates points using a style appropriate to the setting.

Demonstrates noteworthy writing skills, including professional tone, objective, concise and convincing presentation.

Provides effective leadership by working with staff to organize and execute written work in a timely and quality fashion, and contributes through effective editing.

### Supervision

Oversees the development of staff; coaching, motivating and challenging them.

Conducts fair and accurate assessments of staff contributions and work quality, providing meaningful and timely feedback/action.

Effectively troubleshoots, handles audit or team conflicts, keeps City Auditor abreast of issues as needed, and tries to foresee problems and develops appropriate solutions.